



The Association of  
Technology,  
Management, and  
Applied Engineering



## **ATMAE Board of Directors Meeting Friday, May 7, 2018, 2-3:30P (EST)**

### **Minutes**

Attendees: Matthew Harvey, Mark Dotson, Saxon Ryan, Heshium Lawrence, Tarek Mahfouz, Sai Ramaswamy

Guests: Caitlin Schwab-Falzone, Melissa Smith, Jim Thompson

#### 2018 Conference

- Registration Rates  
*A question was raised about whether to reduce the student registration rates for the 2018 Conference. After much discussion, a motion was made by Tarek and seconded by Heshium to maintain the current registration rates and discuss 2019 rates at a future meeting. Motion passed.*
- Keynote Speaker  
*The 2018 Conference chair has found a speaker for the 2018 Conference and asked the Board for its input on securing the speaker and timing is crucial. The board discussed and ultimately a motion was made by Mark and seconded by Saxon to move forward with the speaker and have Dr. Cynthia Horta work in conjunction with CHMS. Motion passed.*
- Conference Committee Job Description (attached)  
*ATMAE has formed a Conference committee along with a committee chair. A request was made for a charge and ATMAE staff created a Conference Committee job description to present to the Board. Following much discussion, a motion was made by Heshium and seconded by Mark to adopt the Conference Committee description as presented. Motion passed.*

#### Request to Attend ASEE by ATMAE Senior Fellow John Wright

*John Wright emailed a request to seek funding in support of attending the ASEE Conference. Following much discussion, Sai made a motion, seconded by Saxon, to support John Wright attending ASEE much like the previous board did up to \$1,000. Motion passed.*

*Additional conversation took place about sending someone from accreditation and also having some deliverables and so Sai made a motion, seconded by Saxon, to send an accreditation, up to \$1,000 to ASEE and Board needs to see deliverables. Motion passed.*

Adjourn



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*Matthew shared that a semi-annual report was created by him and he plans to discuss at the upcoming Board meeting.*

*A motion was made by Saxon and seconded by Mark to adjourn.*

*Meeting adjourned at 5:45P EST*